



Department of ADMINISTRATIVE SERVICES *Job Postings*



**Southern Connecticut State University
Human Resources
Human Resources Assistant**

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: The Public

Location: 501 Crescent St., New Haven, CT 06515

Job Posting No: MC15-007

Closing Date: February 5, 2016

Eligibility Requirement:

Bachelor's degree in human resources or related field plus four years of human resources experience required or a combination of training and experience in human resources.

Experience working with employment and payroll records, recruiting, employee benefits, understanding collective bargaining agreements. Knowledge of the principles and practices of public human resources administration; knowledge of relevant state and federal laws, statutes and regulations; basic knowledge of equal opportunity principles and requirements; ability to apply human resource principles and procedures in the areas of recruitment, selection, classification, compensation, payroll and benefits administration, good interpersonal skills with excellent ability in oral and written communication, self-directed, goal oriented and strong organizational skills. Experience in a university setting is preferred.

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

Application Instructions: Interested and qualified candidates who meet the above requirements should submit a cover letter, a resume, along with the names, and telephone numbers of at least three references to:

**Tami LaPlante
Laplantet1@southernct.edu
Human Resources
Southern Connecticut State University
501 Crescent St.
New Haven, CT 06515**

Please indicate the search number MC15-007 on the cover letter.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.